

**BY ORDER OF THE COMMANDER
HQ AIR UNIVERSITY (AETC)**

AIR UNIVERSITY INSTRUCTION 36-2315

6 MAY 2005

Personnel



STUDENT DISENROLLMENT PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-23, *Military Education*. It provides guidance for disenrollment of students attending Air University (AU) professional military education (PME) schools, professional continuing education (PCE), and graduate education (GE) schools, through in-residence or nonresident (distributed education) programs, and officers and officer trainees attending Officer Training School. Disenrollment guidance for Enlisted Professional Military Education (EPME) schools is found in the USAF EPME Procedural Guidance published under authority of AFI 36-2301, *Professional Military Education*. This instruction supersedes the AETC/ED Policy Letter on Disenrollments, dated 22 Feb 00. It expands on the disenrollment guidance in the *Air Force Education and Training Course Announcements* (ETCA), a database that has replaced AFCAT 36-2223, *USAF Formal Schools Catalog*. ETCA can be found on-line at: <https://etca.randolph.af.mil/>. It does not apply to recall or withdrawal of students, which is covered in ETCA (paragraph 4.5). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with the Air Force's AFRIMS Records Disposition Schedule (RDS), located at: <https://afrims.amc.af.mil/>. This instruction applies to all Air University schools and courses except as noted herein.

SUMMARY OF REVISIONS

This revision: makes reference to CCAF's operating instruction on disenrollment issues (para 1.7) and the First Sergeant Academy's operating instruction on disenrollment (para 1.8); updates notification procedures for administrative elimination (para 7.2); refers users to 24 TRS for Basic Officer Training disenrollments (para 8.4, 13.5); provides guidance on delivery of written notice of action for Summary Disenrollments (para 8.9); deletes the Findings and Recommendations Worksheet (para 12.3, 12.7); changes the time schools should retain disenrollment records from 7 to 10 years (13.6); updates the Sample Notice of Administrative Elimination (Attach 2),

Sample Summary Disenrollment Memorandum (Attach 4) and Sample Notice of Summary Disenrollment Action Memorandum (Attach 5). A star (★) indicates changed/added information.

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1. General. Disenrollment is the permanent removal of any enrolled Air University student from a course or school prior to its completion, by any means other than a recall. Disenrollment of students is an administrative action and should not affect an individual's service status. However, the decision to disenroll may raise the question of whether further retention of the student in the Air Force or on active duty is in the best interest of the Air Force. Therefore, the person initiating action should consider all of the evidence in the case file and determine whether separation or other action may be indicated. In such circumstances, commanders are encouraged to swiftly pursue other appropriate actions, when warranted, concurrently with disenrollment action. If the guidance provided in this instruction conflicts with higher headquarters guidance, higher headquarters guidance takes precedence. A glossary of terms and acronyms used in this instruction is at [Attachment 1](#).

1.1. ROTC Students. Disenrollment of Air Force Reserve Officer Training Corps (AFROTC) cadets is accomplished under the provisions of DODI 1215.8, *Senior Reserve Officer Training Corps Programs*, AFI 36-2011, *Air Force Reserve Officer Training Corps*, and AFI 36-2012, *Record of Disenrollment from Officer Candidate-Type Training – DD Form 785*.

1.2. OTS Students. Disenrollment of Basic Officer Training (BOT) trainees is accomplished using this instruction in conjunction with relevant portions of AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*, and AFI 36-2012, *Record of Disenrollment from Officer Candidate-Type Training – DD Form 785*. Disenrollment of Commissioned Officer Training (COT) and Reserve Commissioned Officer Training (RCOT) students is accomplished using this instruction in conjunction with AFI 36-2202, *Commissioned Officer Training* and AFI 36-2406, *Officer and Enlisted Evaluation Systems*.

1.3. Air War College (AWC), Air Command and Staff College (ACSC), School of Advanced Air and Space Studies (SAASS), Squadron Officer College (SOC), Ira C. Eaker College for Professional Development (CPD), College for Aerospace Doctrine, Research and Education (CADRE), or the Air Force Institute of Technology (AFIT) Students. Disenrollment of students from the AWC, ACSC, SAASS, SOC, CPD, CADRE, and AFIT schools is accomplished using this instruction in conjunction with AFI 36-2406, *Officer and Enlisted Evaluation Systems*, and relevant operating instructions of the respective school or college.

1.4. Technical Training Students. Disenrollment of technical training students, (which includes all courses that award an AFSC/SDI), is accomplished under the provisions of AETCI 36-2215, *Training Administration*, as supplemented by career field functional managers.

1.5. International Students. Before initiating any type of disenrollment action against an international student, notify AU/IA, who will make notifications required by AFJI 16-105, *Joint Security Assistance Training (JSAT)*, paragraphs 10-36 and 10-117. All faculty boards concerning international students should include AU/IA (or an AU/IA delegate) as a non-voting member.

1.6. Enlisted Students. Disenrollment and Academic/Disciplinary Review Board guidance for EPME schools is found in the USAF EPME Procedural Guidance published under authority of AFI 36-2301.

★1.7. CCAF. Guidance on disenrollment of enrollees from CCAF degree programs is provided in CCAFI 37-1.

★1.8. Disenrollment guidance for First Sergeant Academy students is found in First Sergeant Academy OI 36-104, *FSA Student Disenrollment Procedures*, and is used in lieu of this instruction.

2. Procedures and Definitions. All Air University commandants, their functional equivalents, Air Force Institute of Technology (AFIT) school deans and the squadron commanders of the

OTS training squadrons for Commissioned Officer Training (23 TRS/CC) and Basic Officer Training (24 TRS/CC) are designated as appointing authorities. For purposes of this instruction, whenever commandant is used, that term is intended to include the functional equivalent of the school commandant for each Air University school (for example, school commander or school director), regardless of the actual title used in the particular school, and the AFIT deans. The appointing authority initiates disenrollment. Appointing authorities should seek legal advice before initiating any disenrollment action. For cases in which an AFIT student is being considered for disenrollment based solely on academic performance, AFIT personnel may seek advice from AU/JA. Disenrollment issues related to Basic Officer Training (BOT) or Commissioned Officer Training (COT) (to include Reserve Commissioned Officer Training) requiring JA advice or review will address AFOATS/JA in lieu of AU/JA for all instances in this instruction.

2.1. Types of Disenrollment. This instruction authorizes three disenrollment procedures: administrative elimination, summary disenrollment, and faculty board action (described in paragraphs 6, 8, and 9, respectively). The faculty board uses procedures prescribed in AFI 51-602, *Boards of Officers*. Further information on each of these disenrollment procedures is described below.

2.2. Pre-Disenrollment Notification. Commandants shall advise HQ AU/CF and AU/JA before initiating action that could result in the disenrollment of students from their programs. Exception: OTS will coordinate with AFOATS/JA as required for BOT and COT disenrollments. Commandants shall also advise HQ AU/IA before initiating action that could result in the disenrollment of international students from their programs. The notifications required by this section include the following information: student name, grade, social security number, and a brief summary of reasons for the proposed action.

2.3. Delegation of Authority. In the absence of the school commandant, the deputy commandant may initiate disenrollment actions and may approve disenrollments to the same extent that commandants may do so under paragraphs 7.1, 8.9 and 12.10 of this instruction. OTS/CC may delegate approval authority for administrative elimination disenrollments from BOT to a level no lower than 24 TRS/CC.

2.4. Body Composition Improvement Program (BCIP). Commanders, Superintendents, or Commandants of Air University schools will align fitness testing standards with AFI 10-248, *Fitness Program*. Results of fitness assessments will be entered into the AF fitness program database for purposes of tracking, generating reassessment dates, metrics and reports.

3. Disenrollments for Disciplinary Reasons. Commandants should consult with AU/JA when proposing to disenroll a student for disciplinary reasons. All available facts should be evaluated to determine if other administrative action (including possible separation) or UCMJ action is appropriate. Commandants are encouraged to swiftly pursue other appropriate actions, when warranted, concurrently with disenrollment action.

4. Disenrollment with Prejudice. Upon determining that a student should be disenrolled for misconduct (includes not meeting professional responsibilities as a student; for example, consistent late or missing homework, missed appointments with faculty or staff, clearly not

applying oneself toward satisfying course completion or graduation requirements), the commandant also decides whether the disenrollment should be with prejudice. When the nature of a student's misconduct is so egregious that it clearly fails to meet the minimum standard of behavior and integrity demanded of Air University students, disenrollment should be with prejudice. Such students are not allowed to reenroll in the course unless a commandant either states on the disenrollment notice that the student may reenroll in a distance learning version of the course or grants the student a reprieve. Student granted reprieves from disenrollments with prejudice may reenroll in a future class of that course/school, upon such conditions as that commandant deems fit. (*NOTE:* This paragraph does not apply to precommissioning programs. The issue of suitability for reenrollment into a precommissioning program is addressed in AFI 36-2012.)

5. Suspensions Pending Disenrollment Proceedings. Pending disenrollment proceedings, the commandant may suspend a student being considered for disenrollment, if it is in the best interest of the school. Students will be given written notice of such decisions.

6. Administrative Elimination. Commandants should administratively eliminate students (either disenroll or deny enrollment) who fail to meet minimum administrative eligibility standards. This procedure may also apply when a student has submitted a written waiver of a faculty board or has requested to be disenrolled. The following are examples of when administrative elimination is appropriate:

6.1. A student does not meet school eligibility requirements, including, but not limited to, those set forth in section 4.2 of the Education and Training Course Announcement (ETCA) for officers or section 5.1 for enlisted airmen.

6.2. A student is being separated or retired from the Air Force for reasons not related to school status.

6.3. An AFIT Civilian Institute (CI) student has been disenrolled or has dropped out of a CI under circumstances clearly beyond the student's control.

6.4. A student has made a written request to withdraw from a school/course because of hardship or other personal reason. (See paragraph 7.4 for further direction on processing hardship disenrollments.)

6.5. Extended student absence or inability to perform required duties due to physical or medical reasons beyond the student's control. Although a faculty board is not required in these circumstances, one may be held to assist in determining whether a student can fulfill requirements for graduation. A statement from the military treatment facility should be obtained when medical incapacity, mental health conditions, pregnancy, or terminal illness is involved. The commandant may accept a statement from a civilian medical facility.

6.6. A student enrolled in a distributed education program has failed to fulfill academic requirements within the time allotted. In such cases, the administrative elimination process may be completed electronically and the use of AU IMT 747, **Record of Administrative**

Action, is not required. The AU IMT 747 is used to document administrative action taken against students by school commanders or their designees.

7. Administrative Elimination Procedure.

7.1. The commandant designates any commissioned officer, who is senior in rank to the student, to initiate or review administrative elimination actions. The process is initiated by completing Section I of AU IMT 747. The IMT is then forwarded to the commandant, who completes Section II as the approval authority. Section III is left blank. The AU IMT 747 is not prescribed for BOT disenrollments or for administrative disenrollment of students in distributed education programs as described in paragraph 6.6.

★7.2. The student is provided a notice of administrative elimination and a copy is sent to the parent unit commander. If the student is on Maxwell AFB, the memorandum is hand-delivered to the student. Otherwise, the memorandum is sent by certified mail, return receipt requested. A sample notice format is at [Attachment 2](#).

7.3. The original AU IMT 747 is used by school personnel to document the disenrollment and to take any further disposition action deemed necessary.

7.4. The commandant reviews and forwards endorsements of all requests for hardship disenrollment to the parent unit of the student concerned. Each endorsement must contain a recommendation for approval or disapproval and any other comments deemed appropriate. Forward an information copy to HQ AU/CFA. For international students, also forward each request to HQ AU/IA who forwards it through appropriate channels for approval or disapproval. For OTS students, OTS/CC will review all requests for hardship disenrollment and coordinate with the Air Force Personnel Center (AFPC) when applicable.

8. Summary Disenrollment. Summary disenrollment is used in non-administrative cases where the facts can be determined without a formal Board of Inquiry. This procedure may be used in misconduct cases, academic deficiency cases and other situations where the commandant determines there are sufficient facts to allow a thorough review. Summary disenrollment would be appropriate for but are not limited to: cases where a command directed informal inquiry or criminal investigation has ascertained the facts and the student does not reasonably dispute those facts; when the material facts supporting disenrollment are not in dispute; or when disenrollment is being considered based on academic deficiencies or substandard performance affecting academic achievement (for example, although steps have been taken to help a student succeed, he or she clearly lacks the academic ability to complete the program). Before determining to use summary disenrollment in a misconduct case, the commandant consults with AU/JA to determine the need for additional or other action. The commandant's decision is final except in cases involving misconduct. In each misconduct case, AU/CC reviews and makes the final approval or disapproval decision. AFOATS/CC will review and provide final approval or disapproval when OTS student misconduct cases referenced throughout this instruction.

8.1. Procedure. Upon being notified of possible grounds for disenrollment of a student, the commandant (or AFIT dean in purely academic cases) may initiate summary disenrollment action personally, appoint a review officer, or appoint a review committee made up of two or

more members. A sample appointment memorandum is at [Attachment 3](#). The purpose of a review officer or a review committee is to conduct any needed informal inquiry, review the evidence and make recommendations to the commandant or AFIT dean about the future status of the student. If a review committee is appointed, the highest-ranking member of that committee shall be designated the “review officer.”

8.1.1. A review officer acting alone shall be a commissioned officer that outranks the student subject to being disenrolled, unless the student being considered for disenrollment is a civilian, in which case a review officer acting alone may be a civilian.

8.1.2. A review committee considering disenrollment of a military member may be made up of any combination of commissioned officers, warrant officers, chief master sergeants, and senior master sergeants, provided each member outranks the student subject to being disenrolled. A review committee considering disenrollment of a civilian must include at least one civilian.

8.1.3. In a purely academic case, an academic review committee may assess a student’s probability of succeeding and provide recommendations (for example, “get-well” proposal, disenrollment, etc.) to the commandant or AFIT dean. If the case involves an AFIT student, the commandant or AFIT dean may appoint any school staff member who outranks the student as the review officer and review committee members.

8.2. The review officer first reviews this instruction and the available information concerning grounds for disenrollment, including any relevant school records. The review officer then seeks a legal briefing from AU/JA.

8.3. The review officer and review committee (if applicable) may interview witnesses determined to be appropriate, including the student being considered for disenrollment (after advising of Article 31 rights, if applicable). Upon interviewing a witness, the review officer prepares a summarized statement of that witness’ testimony.

★8.4. Based on the review of available evidence and information from any additional inquiry (if needed) and consultation with the review committee (if applicable), the review officer prepares a report for the commandant or AFIT dean. The report should set out the facts, discuss the evidence and make a recommendation for action. Use AU IMT 747 as a cover sheet for the report (except for BOT disenrollments; contact 24 TRS/DO for guidance). Documentary evidence relevant to the action, including any witness interview summaries, should be attached to the report.

8.5. To recommend summary disenrollment, the review officer prepares a student notification memorandum for the commandant or AFIT dean’s signature. A sample notice format is at [Attachment 4](#). The student has a right to submit written matters on his or her behalf to the commandant or AFIT dean by a set time and date (at least 3 duty days for local students and 7 duty days for distance education students.) If requested by the student, the commandant or AFIT dean may, at his or her discretion, extend the time to submit matters. Extensions should be provided to the student in writing and should state the extended time and date when written matters are due.

8.6. If the commandant or AFIT dean concurs with the review officer's recommendation or otherwise determines that summary disenrollment is appropriate, he or she provides a Summary Disenrollment Memorandum ([Attachment 4](#)) to the student. If the student is on Maxwell AFB, the memorandum is hand-delivered to the student. Otherwise, the memorandum is sent by certified mail, return receipt requested.

8.7. After the time for submitting matters has expired or after considering any written matters submitted by the student, the commandant or AFIT dean completes Section II of AU IMT 747, and forwards the disenrollment package to AU/JA for review. The disenrollment package should include an AU IMT 747 with Section I and II completed, the Student Notification Memorandum, indorsed by the student, a copy of any documentation supporting the recommendation (including summarized statements of any witnesses interviewed), and any matters submitted by the student.

8.8. After legal review, the disenrollment package, with a written legal review included if necessary, is either returned to the school commandant for final actions (in cases not involving misconduct), or forwarded to AU/CC (in misconduct cases).

8.8.1. In AFIT cases based purely on academic performance, the AFIT dean is the final decision authority for decisions to retain a student. In such cases, the AFIT dean completes Section II of AU IMT 747 and leaves Section III blank. However, if the AFIT dean determines that a student should be disenrolled, he or she completes Section II of AU IMT 747 and forwards the report to the AFIT Commandant. The AFIT Commandant then completes Section III of the form as the final approval authority. In all other cases, the school commandant makes the decision on student disenrollment, subject to review and AU/CC approval in misconduct cases.

8.8.2. In misconduct cases, the school commandant completes Section II of AU IMT 747 concurring or nonconcurring with the review officer. Also, the commandant should mark the appropriate boxes expressing his or her decision on whether the student is allowed to reenroll in the course or school, and if so, under what conditions.

8.8.3. In cases not involving misconduct, the school commandant is the final approval authority. In such cases, the commandant completes Section II of AU IMT 747 and leaves Section III blank.

8.8.4. In cases involving misconduct, after the commandant completes Section II of AU IMT 747, the disenrollment package is forwarded to AU/CC for final decision. The AU/CC completes Section III of AU IMT 747 as the final approval authority, and returns the disenrollment package to the initiating commandant thru AU/JA. AFOATS/CC may serve as the final approval authority for BOT disenrollments. AU/CC maintains oversight of AFOATS disenrollments by receiving periodic updates from AFOATS/CC.

★8.9. Finally, the commandant provides the student with a written notice of action. (See sample at [Attachment 5](#)). If the student is on Maxwell AFB, the memorandum is hand-delivered to the student. Otherwise, the memorandum is sent by certified mail, return receipt

requested. The commandant ensures that school personnel take appropriate disposition action as provided in paragraph 13.

9. Faculty Board Review. The purpose of a faculty board is to determine facts and make recommendations to the commandant or AFIT dean on matters referred to the board. A faculty board involves a formal hearing and provides the student a forum to present his or her position. The proceeding is conducted in accordance with AFI 51-602 (also applies to civilians). A student may waive a faculty board by submitting a written waiver to the commandant or AFIT dean that convened the board.

10. When to Use a Faculty Board. A faculty board is appropriate whenever:

10.1. There are disputed material facts involving the grounds for disenrollment.

10.2. An informal inquiry has failed to provide sufficient facts for the decision or approval authority to use in making a decision about disenrollment.

10.3. A board is needed to determine whether an academic deficiency resulted from factors within the student's control. Although faculty boards are not required in cases that are based solely on academic deficiencies or substandard performance affecting academic achievement, the commandant or AFIT dean may determine that a faculty board is warranted in such cases to determine whether the deficiency is within the student's control.

10.4. The commandant decides it is appropriate and directs a faculty board be convened.

11. Membership of Faculty/Review Boards. With the assistance of AU/JA, the commandant or AFIT dean issues a convening order that designates who shall serve as board members for a faculty board. Board members may be drawn from staff personnel assigned to Air University, AFIT school faculty, and personnel from other base organizations (upon approval of the potential board member's commander). Because AFIT's Civilian Institution (CI) Programs do not employ local AFIT faculty, review boards established to consider dismissal of a student in one of the CI programs will be composed of AFIT staff members identified by the Dean of the Civilian Institutions Programs. By virtue of this composition, AFIT CI Programs refer to the process as a "review board" rather than a "faculty board." A faculty board should have three or more voting members. It should also include a legal advisor and a recorder (the government representative), who are non-voting members. A faculty board may include other non-voting members such as an educational advisor and other advisors as deemed appropriate. In cases involving disenrollment of international students, the faculty board should also include HQ AU/IA (or delegate) and the Air Force Security Assistance Team (AFSAT) country liaison (if appropriate) as non-voting members. Board members may be a combination of commissioned officers, warrant officers and civilian officials, within the following limitations:

11.1. Military board members must be senior in rank to the student being considered for disenrollment.

11.2. Board membership consists solely of military personnel when the student being considered for disenrollment is military (except in disenrollments from AFIT).

11.3. In the case of AFIT students being considered for disenrollment, board membership consists of faculty members from within the schools and may be either civilian or military. Also eligible to sit on the boards are the Director of Academic Affairs, Director of Admissions, and the various Deans of AFIT schools. (**EXCEPTION:** The dean of the school from which the student is being disenrolled does not serve as a member of the faculty board).

11.4. When civilian students are considered for disenrollment, at least one member of the board must be a civilian.

12. Faculty Board Disenrollment Procedures. The procedures for a faculty board are described in AFI 51-602, with additional guidance as described in this subsection.

12.1. Upon determining that a faculty board is appropriate, the commandant or AFIT dean completes Section I of AU IMT 864, **Record of Faculty Board Action**, and forwards it, with any attachments to AU/JA, who arranges for a legal advisor, recorder, military defense counsel (for military students) and a court reporter. The AU IMT 864 is used to document administrative action taken against students by faculty boards convened by school commanders or their designees.

12.2. The commandant or AFIT dean chooses at least three voting board members to serve on the faculty board. If more than three voting members are desired, the total number should always be an odd number in order to avoid voting ties. The faculty board is convened by written order, drafted by AU/JA, and signed by the commandant or AFIT dean. The order designates the name, rank and organization of each board member and describes the purpose and duties of the board.

★12.3. Before the board meeting, the recorder provides a written notification to the student (called the respondent) as prescribed in AFI 51-602, paragraph 1.2.2. The recorder is also responsible for ensuring witnesses are available for the hearing, swearing in the witnesses, presenting testimony through the government witnesses, presenting relevant documentary evidence, providing each board member and the defense counsel with a copy of the hearing format (script), and preparing the hearing room.

12.4. The faculty board hearing is conducted in accordance with AFI 51-602, using guidance and a hearing format provided by AU/JA.

12.5. The legal advisor makes rulings on issues of law and instructs the board members on the law to be followed. He or she is a judge advocate.

12.6. The senior ranking military member of the faculty board is the board president. That person is in charge of the proceedings, subject to the legal rulings and instructions provided by the legal advisor.

★12.7. After hearing and reviewing all of the evidence, the voting board members meet together in private to discuss the evidence. The voting board members then vote by secret written ballot. The board president either counts or designates another voting member to

count the ballots. A majority of the voting members must agree on the recommendation. Once a majority agrees upon a recommendation, the board president records the vote.

12.8. The court reporter prepares a formal record of the board proceedings in accordance with AFI 51-602. The court reporter completes Section II of AU IMT 864 and places it in the front of the record. The reporter then forwards the record to the commandant or dean who convened the faculty board.

12.9. In AFIT academic performance cases, the AFIT dean has authority to make decisions to retain the student. In such cases, if the student is retained, the AFIT dean completes Section IV of the AU IMT 864 and Section III is left blank. Final decisions to disenroll AFIT students for academic performance are made by AFIT/CC. In such cases, the AFIT dean completes Section III as the appointing authority. The record is forwarded to AU/JA to review the record and recommendation to determine legal sufficiency. The record is forwarded to AFIT/CC, who completes Section IV as the approving authority, and returns the record to the AFIT dean for implementation.

12.10. In all faculty boards other than AFIT academic performance cases, the school commandant reviews the board recommendation and completes Section III of AU IMT 864 as the appointing authority. He or she forwards the record to AU/JA.

12.10.1. AU/JA reviews the record and recommendation to determine legal sufficiency. AU/JA prepares a written legal review for AU/CC and a formal notification of decision addressed to the student for AU/CC's signature.

12.10.2. AU/JA forwards the record, legal review, and proposed student notification to AU/CC for final decision.

12.10.3. Finally, AU/CC completes Section IV of AU IMT 864 as the approving authority, signs the student notification and returns the record to the school commandant for disposition.

12.11. In all disenrollment cases, the student is provided with a formal notification of the approving authority's decision.

13. Post-Disenrollment Disposition. Upon disenrolling a student for any reason, the school from which the student was disenrolled takes prompt action to return TDY students to their home units, to have PCS students reassigned or discharged, and to document the disenrollment action in the student's personnel file. COT students are reassigned to 42 ABW or unit of assignment (as appropriate) for discharge processing. BOT students are reassigned or discharged.

13.1. Notification Requirements. Whenever students are disenrolled or eliminated at any time before graduation, notify the parent organization, HQ AU/FMA and AU/DP as applicable, giving full details, including disposition.

13.2. Disposition of TDY Students. TDY students who are disenrolled or eliminated for various reasons before enrollment are processed as follows:

13.2.1. If a TDY student reports for a course and is found ineligible due to failure to meet eligibility requirements set out in ETCA, paragraph 4.2, established Air Force standards or other published prerequisites in education, job position, age, grade, security clearance, etc., the student is not enrolled. The student is promptly returned to his or her unit without censure, at the parent unit's expense. Notify the parent unit to amend travel orders reflecting the TDY charge to the fund cite of the parent unit. However, if the ineligibility can be easily corrected (for example, personal appearance standards), the commandant may choose to order the student to promptly correct the deficiency instead of returning the student to his or her parent unit.

13.2.2. COT students who arrive enroute to their first permanent duty station and fail to meet an established eligibility requirement may still be enrolled in COT. This permission is granted only on a case-by-case basis after coordination among 23 TRS/CC, the gaining unit commander, and the appropriate personnel manager for the officer's functional area. The final decision to disenroll or remain enrolled will be determined by the OTS/CC.

13.3. Disposition of PCS Students. PCS students disenrolled from courses are reported for immediate reassignment as follows:

13.3.1. AFIT reports directly to HQ AFPC by message or E-mail.

13.3.2. Air War College (AWC) and Air Command and Staff College (ACSC) report to the Military Personnel Flight (42 MSS/DPM).

13.4. Disposition of International Students. Notify International Affairs (HQ AU/IA), who is responsible for securing disposition instructions for that student.

★13.5. Distribution of Disenrollment Record. Within 15 calendar days of a final decision to disenroll a student (except a BOT trainee), the commandant forwards a copy of either AU IMT 747 (for administration of summary disenrollment) or AU IMT 864 (for faculty board disenrollments) to the following offices as are applicable (**NOTE:** 24 TRS/DO will manage BOT trainee disenrollments):

13.5.1. For all students (except BOT), send one copy to HQ AU/CF.

13.5.2. For international students, send a copy to HQ AU/IA.

13.5.3. For TDY students, send one copy to the student's unit or squadron commander.

13.5.4. Send one copy to the student's flight commander or equivalent, if any, at the school.

13.5.5. For AFIT students, send one copy to HQ AFPC, Randolph AFB, TX 78150, and one copy to HQ AU/FMA.

13.5.6. For AWC and ACSC students, send one copy to 42 MSS/DPM.

13.5.7. For Air National Guard students, send one copy to ANGSC/TET, Andrews AFB MD 20331-5000, and to the student's State Adjutant General (for mailing address, see AFMAN 33-326, *Preparing Official Communications*, Chapter 9).

13.5.8. For Category A Reserve students, send one copy to HQ AFRES/DPTIS, Robins AFB GA 31098-5000.

13.5.9. For Category B Reserve students, send one copy to HQ ARPC/DPMPO, Denver CO 80280-5000.

13.5.10. For civilian federal employees, send one copy to HQ 11 STTW/DPCPH, 1460 Air Force Pentagon, Washington DC 20330-5000.

13.5.11. Distribute additional copies to other organizations, if appropriate, on a need-to-know basis. This information is subject to the Privacy Act and should not be released except for official purposes.

- ★13.6. Maintaining Disenrollment Records. The school keeps faculty board records and summary disenrollment records for 10 years (in accordance with the Air Force Records Information Management System (AFRIMS) Table 36-38, Rule 5). Faculty board and disenrollment records are available for review in the event a student, disenrolled with prejudice, requests reprieve to be allowed to reenroll. Because all BOT disenrollment records are permanently maintained at the National Personnel Records, BOT is exempted from this 10-year retention requirement.

14. IMTs Prescribed. AU IMT 747, **Record of Administrative Action**; AU 864, **Record of Faculty Board Action**.

JOHN F. REGNI
Lieutenant General, USAF
Commander, Air University

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Uniform Code of Military Justice

Education and Training Course Announcements

DoDI 1215.8, Senior Reserve Officer Training Corps Programs

AFJI 16-105, Joint Security Assistance Training (JSAT)

AFI 10-248, Fitness Program

AFMAN 33-326, Preparing Official Communications

AFI 36-2011, Air Force Reserve Officer Training Corps

AFI 36-2012, Record of Disenrollment from Officer Candidate-Type Training—DD Form 785

AFI 36-2013, Officer Training School (OTS) and Airman Commissioning Programs

AFI 36-2202, Commissioned Officer Training

AFI 36-2301, Professional Military Education

AFI 36-2406, Officer and Enlisted Evaluation Systems

AFI 36-3206, Administrative Discharge Procedures for Commissioned Officers

AFI 36-3208, Administrative Discharge of Airman

AFI 51-602, Boards of Officers

AETCI 36-2215, Training Administration

Acronyms

ABW – Air Base Wing

ADC – Area Defense Counsel

AETC – Air Education and Training Command

AFCAT - Air Force Catalog

AFI – Air Force Instruction

AFIT – Air Force Institute of Technology

AFOATS – Air Force Officer Accession and Training Schools

AFROTC – Air Force Reserve Officer Training Corps

AU – Air University

ASBC – Air and Space Basic Course

ACSC – Air Command and Staff College

AFSC – Air Force Specialty Code

AWC – Air War College

BOT – Basic Officer Training

CI – Civilian Institute

CF – Chief Academic Officer for Air University

CFA – Office of Academic Affairs for Air University

CC – Commander or Commandant

COT – Commissioned Officer Training

DP – Director of Personnel

ETCA – Air Force Education and Training Course Announcements

GE – Graduate Education

HQ – Headquarters

IA – International Affairs

JA – Judge Advocate

JSAT – Joint Security Assistance Training

MAJCOM – Major Command

NJP – Nonjudicial Punishment

OTS – Officer Training School

PCE – Professional Continuing Education

PCS – Permanent Change of Station

PME – Professional Military Education

FMA – Financial Management Analysis

RCOT – Reserve Commissioned Officer Training

SDI – Special Duty Identifier

SSN – Social Security Number

SOS – Squadron Officer School

TDY – Temporary Duty

UCMJ – Uniform Code of Military Justice

XP – Plans and Programs

Terms

Commandant – For purposes of this instruction, commandant is used to refer to the school commander, commandant, director, or Air Force Institute of Technology (AFIT) School Dean, who is authorized to: Appoint faculty boards, initiate summary disenrollment actions, appoint review officers for summary disenrollment actions, and designate officers to initiate administrative eliminations. Commandant may also be referred to as school official or appointing authority.

Disenroll – To permanently remove an enrolled student from a course or school prior to its completion, by any means other than a recall.

Distributed Education – Formal courses that a school or a contractor develops for export to a field location or directly to the student in place of resident training. It includes private study, video teleseminar (VTS), video teletraining (VTT), and computer-based training (CBT).

Eligibility Requirements – Minimum administrative standards or prerequisites that a student must meet to be entered into a class or to be retained in a class. These standards may be set by the school, the parent unit or the Air Force. If a student does not meet or maintain these standards, he or she may be administratively eliminated from the class as provided in Part I, Section A of this instruction. For purposes of this instruction, eligibility requirements do not include the academic performance requirements for the class in which the student is currently enrolled.

Elimination – Permanently remove a student or prospective student from training, whether by faculty board, summary disenrollment or administrative elimination, either before or after registration.

Enrollment – The process by which eligible prospective students complete all necessary administrative or other requirements that result in their being officially included in that instructional program. Each Air University school defines and publishes its specific enrollment requirements in appropriate local operating instructions or policies.

Faculty Board – Formal disenrollment board of inquiry that follows the procedures set out in AFI 51-602, *Boards of Officers*, except as otherwise provided in this instruction. The purpose of a faculty board is to make findings and recommendations to the school official concerning a student's future status in the school. Since AFIT Civilian Institution (CI) Programs do not employ local AFIT faculty, their boards are composed of selected AFIT staff members. Consequently, for AFIT CI Programs, the term "review board" replaces "faculty board" as applicable throughout this instruction.

Misconduct – Any factual basis used to support disenrollment that would provide a substantial basis to justify an administrative discharge under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, paragraphs 3.6.3, 3.6.4, 3.6.6, 3.6.7, 3.6.8, 3.6.9, or 3.6.10 (for officers) or AFI 36-3208, *Administrative Separation of Airmen*, paragraphs 5.50, 5.51, 5.52, or 5.54 (for enlisted airmen).

Prejudice – A characterization of disenrollment that affects a student's future eligibility to enroll in the particular course or school from which the student is disenrolled. When disenrolled with prejudice, a student will not be allowed to reenroll in any version of the course or school he or she is disenrolled from unless a commandant either expressly states on the disenrollment notice that the student may reenroll in a distance learning version of the course or school or grants the student a reprieve.

Professional Military Education – Education in resident courses in one of the Department of Defense colleges or in one of the resident or nonresident courses of the Air University that improves an individual's general qualifications and ability in military science and tactics.

Professional Specialty Education – Education in formal resident course of general educational values which improves an officer's general qualifications and ability to perform commissioned duties, but is not necessarily designed specifically to enable him or her to perform one or more of the tasks contained in an AFS description. This education includes courses conducted in the program of the Air Force Institute of Technology (AFIT) and those, which advance the qualifications of officers whose specialties lie in the field of medicine, law, or theology. These courses are announced in appropriate command channels.

Recall – Removing a student from training by higher headquarters, the student's parent organization, or by the student's home country. A recall may also be called a withdrawal.

School Official – For purposes of this instruction, a school official is the school commander, commandant, director, or AFIT dean, who is authorized to: appoint faculty boards, initiate summary disenrollment actions, appoint review officers for summary disenrollment actions, and designate officers to initiate administrative eliminations. School official may also be referred to as commandant or appointing authority.

Technical Training – Training in one or more of the tasks in an Air Force specialty description conducted in formal schools, field training detachments, and through organized on-the-job training programs. Technical training is distinguished from flying and basic military training.

★ Attachment 2

SAMPLE NOTICE OF ADMINISTRATIVE ELIMINATION

[Date]

MEMORANDUM FOR [Rank and Name of Student]

FROM: [School Official's Office Symbol]

SUBJECT: Notification of Administrative Elimination

Pursuant to AUI 36-2315, *Student Disenrollment Procedures*, I have eliminated you from [school and class] because of [state general reason]. Specifically, [if applicable, describe what the student did or did not do that was the basis for the disenrollment, and why that conduct is either not acceptable or otherwise makes the student ineligible to continue in the class]. You should retain this memorandum for your records.

[Signature Block of Commandant or Designated Representative]

Attachment 3

SAMPLE APPOINTMENT OF REVIEW OFFICER

[Date]

MEMORANDUM FOR [Rank and Name of Review Officer/Review Committee Members]

FROM: [Office Symbol of Appointing Authority]

SUBJECT: Letter of Appointment

1. You are appointed to conduct a review into the potential grounds for disenrollment of [rank and name of student] from [school/course] and to make a recommendation whether disenrollment or other action is appropriate in this case. I have reason to suspect that [rank and name of student] has [describe reason for proposed disenrollment]. You should refer to AUI 36-2315, *Student Disenrollment Procedures*, paragraph 8, in conducting your review.
2. As part of your review, you are authorized to conduct an informal inquiry, if needed, to make your recommendations. You are expressly authorized to obtain and review any materials you determine are relevant. You may also interview relevant witnesses, including [rank and name of student]. However, you shall seek a briefing from AU/JA (AFOATS/JA in the case of OTS students) before interviewing any witnesses.
3. At the conclusion of your review, you will provide a written report to me with your findings, conclusions, and recommendations. Include AU IMT 747, **Record of Administrative Action** (not prescribed for BOT), with Section I completed, and any other documentation relevant to making a student status determination as attachments to your report. If you recommend summary disenrollment, you should also attach a proposed Summary Disenrollment Memorandum, directed to the student, for my signature. A sample memorandum is available at Attachment 4 to AUI 36-2315.
4. Your review and report should be concluded no later than [date]. If you need additional time, you may request it from me. You should direct any questions regarding the conduct of the review or your report to AU/JA (AFOATS/JA in the case of OTS students).

[Signature Block of Commandant or AFIT Dean]

★ Attachment 4

SAMPLE SUMMARY DISENROLLMENT MEMORANDUM

[Date]

MEMORANDUM FOR [Name and Rank of Student]

FROM: [School Official's Office Symbol and Mailing Address]

SUBJECT: Notification of Recommendation for Summary Disenrollment

1. Pursuant to AUI 36-2315, *Student Disenrollment Procedures*, paragraph {#}, I am considering disenrolling you from [name of school & course] because of [general basis for disenrollment]. The specific reasons for this action are as follows:

[Describe specific reasons for disenrollment]

2. You may submit written matters on your behalf to me by {Time} hours on {Date} [allow at least 3 duty days for resident students and at least 7 duty days for students in distance learning programs]. I will consider those matters in making my recommendation. If you do not submit written matters to me by that time, such right shall be deemed waived, unless I grant you a written extension. If I decide to disenroll you from [school], your file, including any matters that you submit, will be forwarded to [rank, name & symbol of final approval authority] for final decision.

3. You may seek counsel to assist in your response to this action. You also have the right to inspect and copy documents in your training record and the right to request an appearance before the commandant. [If military member, add: You may be able to obtain Area Defense Counsel assistance on a space-available basis; contact {Name of ADC} at {Phone Number of ADC}.] [If civilian student, add: If you are a bargaining unit employee, you may seek counsel from a union representative.] Any cost for civilian legal counsel will be at your own expense.

4. After reviewing any matters you submit, I will make recommendations concerning whether you should be disenrolled and whether any disenrollment should be with prejudice. If you are disenrolled with prejudice, you may not be eligible to reenroll in this [school or course] in the future. [For misconduct cases, add: My recommendation will be reviewed by AU/CC (AFOATS/CC for OTS students), who will make a final decision.]

5. If you intend to seek the assistance of legal counsel, intend to submit written matters for additional consideration, or request to appear before the commandant and the appointed review board, submit your intentions/request in writing to me promptly at the address above.

[Signature Block of Commandant or AFIT Dean]

{#} Attachments:

[Documents supporting a basis for disenrollment]

★ Attachment 5

SAMPLE NOTICE OF SUMMARY DISENROLLMENT ACTION MEMORANDUM

[Date]

MEMORANDUM FOR [Name and Rank of Student]

FROM: [School Official's Office Symbol]

SUBJECT: Notification of Summary Disenrollment Action

1. Pursuant to AUI 36-2315, *Student Disenrollment Procedures*, I have disenrolled you from [school and class] because of [state general reason]. Specifically, [if applicable, describe what the student did or did not do that was the basis for the disenrollment, and why that conduct is either not acceptable or otherwise makes the student ineligible to continue in the class.]
2. [If applicable, comment on any matters the student submitted, expressly stating that you did consider such matters if they were submitted.]
3. [Use in a misconduct case to address whether disenrollment is with or without prejudice and under what conditions, if any, the student may reenroll, (for example, "Because of your misconduct, I have decided to permanently disenroll you from Class 99-A. You will not be allowed to return to (class) in residence at any time in the future. This decision (does/does not) prohibit you from completing the distance learning version of the course.")]
4. This is a final decision and is effective immediately. [If a misconduct or faculty board case, add: The Air University Commander (Air Force Officer Accessions and Training Schools Commander for OTS students) has reviewed your case and has approved this action.] You should retain a copy for your records.

[Signature Block of School Official]